WORLD EMPLOYMENT CONFEDERATION

VACANCY

Policy & Advocacy Intern

Location	Brussels, Belgium (WEC Head Office)
Duration	6 months (full-time)
Working Language	Fluent English required; additional languages an asset
Application Deadline	Open until suitable candidate is found

About the World Employment Confederation

The World Employment Confederation (https://wecglobal.org/) (WEC) is the global voice of the private employment services industry, representing national federations and multinational companies across more than 50 countries. WEC members collectively place more than 61 million people into employment each year, providing flexible and permanent recruitment, workforce management, HR services, and skills development. WEC advocates for labour markets that are adaptive, inclusive, and responsive to the needs of workers and employers alike.

The Role

WEC is seeking a motivated and detail-oriented Policy & Advocacy Intern to join our Brussels Head Office team for a six-month period beginning as soon as possible. This is an excellent opportunity for a recent graduate or early-career professional to gain hands-on experience in international labour policy, EU affairs, legal compliance, and global advocacy at a leading global federation.

The intern will work closely with the Policy & Advocacy team, supporting WEC's engagement with EU institutions and international organisations, and contributing to the development of policy positions, legal analyses, publications, and stakeholder communications.

Key Responsibilities

Policy Research & Analysis

- Monitor and analyse EU legislative and policy developments relevant to labour markets, employment services, and workforce policy

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- Track debates and negotiations at the European Parliament, Council of the EU, and European Commission
- Follow key international policy processes at the ILO, OECD, and G20 on topics including the future of work, skills, and migration
- Prepare policy summaries, briefing notes, and position papers for internal and external audiences

Legal Competencies & Regulatory Monitoring

- Supporting the monitoring and analysis of legal and regulatory developments affecting the HR services industry
- Conducting legal research and preparing summaries of relevant legislation, case law, and regulatory initiatives and their business level impacts
- Assisting with the review and drafting of legal and governance documents, including membership and partnership agreements
- Supporting the preparation of legal briefings and guidance materials for members

Advocacy & Stakeholder Engagement

- Support the preparation of meetings with EU institutions, member governments, and multilateral organisations
- Assist in drafting submissions, consultation responses, and advocacy documents
- Help coordinate WEC participation in policy events, hearings, and roundtables
- Maintain and update stakeholder mapping and contact databases

Communications & Publications

- Contribute to WEC policy publications, newsletters, and social media content on policy themes
- Support the drafting of reports, thought leadership pieces, and members' policy updates
- Assist in preparing presentations and materials for WEC events and Board meetings

General Support

- Provide administrative and logistical support to the Policy & Advocacy team
- Assist with the coordination of WEC working groups and task forces
- Contribute to cross-team projects as needed

Candidate Profile Essential

- Master's degree (completed or final year) in European affairs, political science, international relations, law, economics, or a related field
- Strong interest in EU policy, labour market issues, and/or the future of work
- Fluent English (written and verbal) — the primary working language of WEC Head Office

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- Ability to synthesise complex policy and legal information into clear, concise outputs
- Strong research skills and analytical mindset
- High level of organisation, attention to detail, and ability to manage multiple tasks
- Proactive, collaborative, and eager to learn

Desirable

- Additional language skills — French, Dutch, German, Spanish or other languages are a plus given WEC's global membership
- Previous experience or internship in EU institutions, law firms, think tanks, trade associations, or international organisations
- Familiarity with EU legislative processes, employment law, and/or ILO/OECD policy frameworks
- Knowledge of labour market policy, employment services, or HR sector trends

What We Offer

- Direct exposure to high-level EU and international policy and legal processes
- A dynamic, international, and collaborative team environment
- Mentorship from experienced policy, advocacy, and legal professionals
- Opportunity to build a professional network across EU institutions and global organisations
- Contribution to impactful work at the intersection of business, labour, and policy

How to Apply

- Please send your CV and a cover letter (maximum one page) in English to the WEC Executive Director: minna.melleri@wecglobal.org
- Please use the subject line: Policy & Advocacy Intern – [Your Name]
- Applications will be reviewed on a rolling basis. Early applications are encouraged.
- Application deadline: open deadline – application will close once a suitable candidate is found.

WEC is committed to equal opportunities and welcomes applications from candidates of all backgrounds.